

MORALE, WELFARE & RECREATION DEPARTMENT
JOB OPPORTUNITY
COMPETITIVE VACANCY ANNOUNCEMENT

ALL INTERESTED APPLICANTS SHOULD MAIL OR FAX
SF-171, OF-612 or RESUME ALONG WITH AN OF-306 TO:
MORALE, WELFARE & RECREATION DEPARTMENT
NAVAL SUPPORT ACTIVITY WASHINGTON
NAVAL DISTRICT WASHINGTON ANACOSTIA ANNEX
2770 ENTERPRISE WAY, S.W., SUITE 106
WASHINGTON, D.C. 20373-5823
TEL. # (202) 433-0804
FAX # (202) 433-5045

POSITION: RESERVATION CLERK
NF-0303-01 FULL-TIME POSITION (1)

ANNOUNCEMENT #: 04-004

SALARY: \$5.15-\$13.81 PER HR

OPENING DATE: 18 OCT 2004

CLOSING DATE: UNTIL FILLED

LOCATION: REGIONAL BACHELOR HOUSING, ANDREWS AIR FORCE BASE, MD

AREA OF CONSIDERATION: All qualified applicants within commuting distance of Andrews Air Force Base, MD.

BRIEF DESCRIPTION OF DUTIES:

Receives requests and processes reservations, ensuring eligibility, into a property management system, provides certificate of non-availability and/or alternative lodging in the area. Acts as Point-of-Contact for all DV/VIPs and groups. Checks all DV/VIP rooms prior to guest arrival. Provides service to patrons. May oversee the function of conference rooms. Provides information/maps for base and surrounding area. May perform front desk duties, as needed. Performs other related duties as required.

QUALIFICATIONS:

Requires one year of work experience that demonstrates knowledge of basic principles, concepts, standards, regulations and administration related to scheduling, coordination, operation and efficient utilization of government quarters. Must be proficient with word processing and spreadsheet software. Must have basic math and reading skills and be able to communicate clearly and effectively both verbally and in writing. Must be able to type by touch with speed and accuracy.

“The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. Reasonable accommodations will be made for qualified applicants or employees with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis.”